

19 October 1962

MEMORANDUM FOR THE RECORD

Subject: Items discussed with [ ] 17 October 1962

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1. Attendance at GSA Symposium on Office Files Storage and Retrieval [ ]

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2. Vital Records Workshop, GSA, 24 October. Presentation of this Workshop by [ ] and myself approved.

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3. Reports on Records Holdings and Records Disposition, FY '62. Left drafts of memorandum to each Deputy Director and the DDCI with information pertaining to data on records disposition and records holdings for the respective areas. These memos to be reviewed by [ ] and returned to me.

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4. Disposition of Applicant Files. Advised [ ] that a memorandum to the DDS had been prepared by me on 1 October and it is still being held because the Office of Personnel has not informed by the CI Staff as to their wishes.

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5. [ ]--I suggested that his services could be better utilized by the Agency if he were transferred to this Staff. Also advised him that [ ] would probably transfer out of the Agency shortly unless some appropriate reassignment is made. [ ] expressed his interest in [ ] and is acquainted with his overall ability, however, he was not inclined to make any decision.

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6. Miscellaneous

a. Personnel [ ]

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b. Trip to [ ]

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c. Courier Survey Results

d. Voucher for Expense

e. Overall Reports Management Program.

f. Overall Forms Management Program [ ]

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